

SY 2021-22 LEA Health and Safety Plans

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LEA Type: Adult

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Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. masks must be worn correctly.

To ensure all students, staff, and visitors, including those who are fully vaccinated, wear a non-medical face covering or mask while on school grounds and at school-related activities, we have developed the following protocol:

All staff and essential visitors (including contractors), including those who are fully vaccinated, must wear face masks at all times while on school grounds and while participating in any school-related activities. A face mask may be a non-medical (cloth) face covering. If a staff member or essential visitor has a contraindication to wearing a face mask, either medical or otherwise, they should not participate in in-person school activities. Staff may wear face masks with clear plastic windows, or briefly remove their face masks, when interacting with students with disabilities identified as having hearing or vision impairments who require clear speech or lip-reading to access instruction.

Masks with exhalation valves will not be allowed in the building.

Masks must be worn properly, covering both the mouth and nose.

Face masks do not need to be worn when actively eating or drinking. Physical barriers have been provided to each classroom for students to put up while eating and drinking. Eating or drinking outside while still maintaining social distance is also encouraged if weather and safety permits.

To ensure easy compliance with this protocol, any member of our community who arrives without a face covering or who loses or damages their face covering while attending a school activity will be provided a new one. A minimum of two reusable masks were provided to staff and students at reopening and additional PPE (face shields, safety goggles, gowns, KN95 Masks, etc) was made available to all students and staff upon request. The school keeps a supply of PPE, including masks, until such time as face coverings are no longer required at schools.

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or

unwilling to wear a face mask at all times.

For students who refuse to wear a face covering at all times, the following procedure will be followed:

1. *Staff members will encourage the student to put on a mask for the safety of themselves and others. If the student still refuses to wear a mask or to wear properly:*
 - a. *SSD (Student Support Department) Referral. The student will be referred to a Student Support Specialist who will encourage the student to wear a mask while coming up with restorative solutions. If the student still refuses:*
 - b. *The student will be asked to continue the school day virtually. SSD will check in with the student and provide information on masks such as the [Mayor's Guide for the General Public](#) and other helpful resources.*

Staff or visitors who refuse to wear a face covering or who refuse to wear properly will be:

1. *Asked to wear their mask properly for the safety of the community and themselves. If the staff member or visitor refuses:*
 - a. *Staff Member referral to Leadership Team member on site. The Leadership Team member will discuss why masks are important and attempt to come up with a restorative solution. If the person refuses:*
 - b. *The individual will be asked to continue the day virtually. A member of Leadership (if a staff member, this will be their direct supervisor), will provide helpful resources regarding mask wearing and COVID-19 prevention methods.*
 - c. *If a visitor refuses to wear a mask prior to entry, the visitor will not be allowed in the building. If a visitor removes their face mask while in the building and refuses to put the mask back on, the visitor will be handled in the same manner as a staff member before being asked to vacate the premises.*

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

Each classroom has been organized to support students seated and standing at least 3 feet apart from one another (head to head) until further guidance from OSSE is received. Teachers stay at least 6 feet from students and each other. For our students who are 18 and older, the physical distance is 6 feet. We are encouraging all staff and eligible students to get vaccinated, and require masks. The school will not hold in-person assemblies until guidance allows for this. During activities such as arrival and dismissal, the school will continue to have signage reminding students and staff to stand at the appropriate social distance, which is currently 6 feet for all.

To promote physical distancing, our LEA is implementing the following policies and procedures:

Physical Distancing:

SOCIAL DISTANCING/PARTITION CONTROL

- a. *Student and instructor desks positioned 6 feet apart*
- b. *Signs placed outside the building, throughout the building and in classrooms and offices encouraging: social distancing, mask wearing, hand washing, vaccination.*
- c. *Front stairwell = Up only stairs AND Back stairwell = down only stairs. This limits crossing paths.*
- d. *“Please Wait Here” floor markers placed at opposite ends of hallways to act as “waiting areas” allowing for one person to safely pass through the hallway at a time.*
- e. *Social Distancing Markers/tape and furniture rearrangement to ensure 6 feet social distance throughout the building.*
- f. *Partitions placed throughout lobby, high traffic areas, all instructor desks, and on staff desks by request*
- g. *Privacy shields provided for all student desks to be used when students remove masks to eat*
- h. *Bathrooms: select sinks and toilets closed off to ensure 6 feet distance*
- i. *Max limit signs: Max person per room signs posted in many communal areas (Staff lounge, bathrooms, etc)*
- j. *Walking Guides: taped arrows guiding foot traffic flow.*
- k. *Staggered arrival and dismissal times. Cohorting. Rotating Staff.*

Physical changes to the environment to ensure or promote social distancing:

- a. *Building Entry: Social distancing floor markers will be placed going out of the entryway. For inclement weather days, the line will flow towards the multi-purpose room, again with floor markers spaced 6 feet apart*
- b. *Lobby Area: Signs will be placed on seats which should not be used to ensure social distance between individuals. Colored Tape placed as an “X” will further assure no use of these particular seats*
- c. *Office workspaces: No staff member will work within six feet of another staff member. Workspaces will be re-arranged as necessary to ensure this occurs*
- d. *Classrooms: Social distancing markers and furniture rearrangements will be made to ensure that students and the instructor are appropriately social distanced*
- e. *Elevator: Only two people allowed in the elevator at a time and must maintain social distance.*
- f. *Cafeteria: *Meals will be individually packaged with utensils and served in the classroom until further notice. When Cafeteria is acceptable to use again, the initial measures can be found below:*
 - i. *Social distancing markers to be placed by the food line*
 - ii. *Social distancing markers will be placed throughout the cafeteria seating to ensure all students are six feet apart*
 - iii. *Students must wash their hands prior to getting their breakfast. Social distancing markers will be placed by the cafeteria bathrooms*
 - iv. *No more than 10 students in the cafeteria upon initial opening*
 - v. *The food service specialist will provide plastic ware to students; condiments upon request. Students will not reach into bins*
 - vi. *Food will be pre-packaged or individually plated*

- 4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.**

Our LEA created cohorts by pathway (ELL, GED, IT, MA, etc). Pathways mostly remain in their classroom or at least on their floor when possible. They will also be assigned a specific restroom. Arrival and dismissal times will be staggered.

<i>Program/Pathway</i>	<i>Arrival Time</i>	<i>Dismissal Time</i>	<i>Floor</i>	<i>Bathrooms Assigned</i>
<i>GED Program</i>	<i>9:15 AM</i>	<i>3:00 PM</i>	<i>Third Floor</i>	<i>Third Floor Restrooms</i>
<i>ELL Program</i>	<i>9:05 AM</i>	<i>2:50 PM</i>	<i>Basement</i>	<i>Cafeteria Restrooms</i>
<i>MA Cohort</i>	<i>9:00 AM</i>	<i>2:00 PM</i>	<i>Second Floor</i>	<i>Second Floor Restrooms</i>
<i>IT Pathway</i>	<i>1:00 PM</i>	<i>2:55 PM</i>	<i>Second Floor</i>	<i>Second Floor Restrooms</i>
<i>MA/CO/IT Pre-Pathway</i>	<i>9:10 AM</i>	<i>2:55 PM</i>	<i>Second/Third Floor</i>	<i>Third Floor Restrooms</i>

To limit cohort mixing, we will implement the following procedures:

- Staggered arrival and dismissal times*
- Designated restrooms for cohorts*
- Meals in classrooms*
- Only one person excused for the restroom at a time per classroom.*

5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

Upon entry to the building, the school security guard directs students, staff and visitors to where the hand sanitizer is located at the entrance. Staff are to instruct students to wash hands before and after every meal served in the classrooms and after using the restroom. If washing hands is not possible at meal time, the use

of hand sanitizer containing at least 60 percent alcohol is strongly advised. Instructional videos have been sent to all students and staff demonstrating proper hand washing, hygiene, mask wearing, glove disposal and more.

The school reinforces frequent, proper handwashing strategies by staff and students with soap for at least 20 seconds. We also include hand sanitizer which contains at least 60 percent alcohol throughout the lobby, at every stair landing in the building, in every classroom and office and in other high traffic areas. All staff were provided with cleaning kits for their work area, inclusive of hand sanitizer. The cleaning caddies also include: microfiber towels, paper towels, cleaning spray, alcohol wipes, tissues, disposable masks and gloves.

All students were provided with their own supply caddies for their desks. These caddies are inclusive of: alcohol wipes, pens, pencils, pencil sharpener, eraser, scissors, glue, colored pencils, paper clips, note cards, white out, ruler, etc. The caddies are not to be shared and should be cleaned before and after use each day.

We ensure all students and staff have the opportunity to wash hands, either with soap and water for at least 20 seconds or, if not readily available or would compromise cohort isolation practices, hand sanitizer with 60% alcohol at the following times:

- Before and after eating;*
- Before and after group activities;*
- After going to the restroom;*
- After removing gloves;*
- After blowing noses, coughing, or sneezing.*
- Before and After touching communal equipment*
- Before and After handling Medical Assistant or IT equipment*

Students and staff must wear their masks at all times until further notice. If they must attend to their nose or mouth, they are encouraged to use tissue paper as a barrier and then promptly wash hands or use hand sanitizer.

During meal time, all students are provided with a privacy shield to further protect against respiratory droplets in the air. Students are also encouraged to efficiently eat and then go outside afterwards if weather and safety permits. Students are also welcome to consume their meal outside either on or off the property. Minors would need parent/guardian permission for open lunch off premises as per school policy.

Gloves: Touching one's face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Proper hand washing is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to

contamination. Wearing gloves is not required, but if worn they must be disposed of properly.

The CDC recommends this process for proper glove removal:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.
2. Peel the glove away from your body, pulling it inside out.
3. Hold the glove you just removed in your gloved hand.
4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
6. Dispose of the gloves safely. Do not reuse the gloves.
7. Clean your hands immediately after removing gloves.

Please see this diagram from the CDC for more details: <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, students and staff should:

- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol, if soap and water are not available
- Avoid touching eyes, nose, and mouth
- Cover mouth and nose with a tissue when coughing or sneezing or use inside of elbow

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

The school has hand sanitizer, tissues in all bathrooms, classrooms, and common areas and will do weekly supply checks. We have soap through hands-free dispensers and touchless paper towel dispensers in every bathroom. These will be checked on a nightly basis by our custodial staff. All cleaning supplies are in locked storage closets. Our cleaning vendor ensures the school is fully stocked on soap, paper towels, hand sanitizer for dispensers, toilet seat paper, toilet paper, etc. The school also has their own reserve of locked cleaning supplies, bottled hand sanitizer, tissues, etc. This supply is managed by Bernadette Kreh, Director of Operations and Communications, as well as Ashley Datcher, school registrar. Staff will reach out to either Ms. Kreh or Mrs. Datcher for additional or replacement supplies. These items are tracked on an inventory sheet which is updated monthly. A visual inspection of supplies occurs weekly. If a student voices needing cleaning supplies, the school will provide this to them at no cost.

7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.

Our PPE is kept in our third floor storage closet and is distributed by Bernadette Kreh, Director of Operations, or Ashley McQueen, School Registrar. Staff were surveyed to determine if they required any additional PPE equipment. All staff indicating the need for additional PPE has received it. If any staff or students would like any additional PPE for whatever reason, they are encouraged to reach out to Ms. Kreh or Mrs. Datcher who will provide what is needed. PPE available: gowns, gloves, disposable masks, reusable masks, KN95 masks, face shields, goggles, safety glasses, privacy shields, sneeze guards. These items are tracked on an inventory list. The closet is inspected visually weekly and the inventory count is completed monthly.

Safety goggles, gloves, double face masks or KN95/N95 masks are encouraged for any staff member or contractor with high risk contact (e.g. security guard, cleaning staff).

Isolation Kits are provided in each of the isolation rooms. Each kit contains: isolation gowns, safety goggles and/or safety glasses, face shields, KN95 face masks, instructions for appropriate KN95/N95 mask cleaning/wearing/disposal and other resources such as "Managing COVID-19 symptoms at Home."

WORKING WITH STUDENTS WHO ARE KNOWN OR SUSPECTED TO HAVE COVID-19

Staff working with any student who is known to have COVID-19 or who is exhibiting symptoms of COVID-19 should take additional steps.

While responding briefly to a sick student, or while escorting a sick student to the isolation room:

- *If the student is wearing a face mask and is able to maintain 6 feet of distance, accompanying staff should wear:*
 - *Face mask*
- *If the student is not wearing a face mask or is not able to maintain 6 feet of distance, accompanying staff should wear:*
 - *Surgical mask*
 - *Eye protection (face shield or goggles)*
 - *Gown/coverall*
 - *Gloves*

While supervising a sick student in the isolation room, staff should always wear:

- *Surgical mask*
- *Eye protection (face shield or goggles)*
- *Gown/coverall*
- *Gloves*
- *Note: The student in the isolation room should also wear a face mask or surgical mask.*

The sick student and any staff accompanying or supervising them to/in the isolation room should safely remove and store their face mask, or dispose of their surgical mask, after use.

Maintain Clean and Healthy Facilities

- 8. Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).**

		<i>Through-out the day</i>	<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>
<i>Classroom</i>	<i>Floors of classrooms</i>		<i>x</i>		
	<i>Student desks, chairs</i>	<i>x</i>	<i>x</i>		
	<i>Teacher desks, chair</i>	<i>x</i>	<i>x</i>		
	<i>Walls and white boards</i>		<i>x</i>		
	<i>Manipulatives, text books, etc.</i>		<i>x</i>		
	<i>Pens, pencils, white board markers, crayons, markers</i>		<i>x</i>		
<i>Hallway/Stairs</i>	<i>Fixtures (switches, knobs, buttons)</i>	<i>x</i>	<i>x</i>		
	<i>Railings</i>		<i>x</i>		
	<i>Lockers</i>		<i>x</i>		

	<i>Floors of hallways</i>		<i>x</i>		
<i>Office and Common Area</i>	<i>Pens, pencils</i>	<i>x</i>	<i>x</i>		
	<i>Fixtures (switches, knobs, buttons)</i>	<i>x</i>	<i>x</i>		
	<i>Chairs</i>	<i>x</i>	<i>x</i>		
	<i>Copiers, etc.</i>	<i>x</i>	<i>x</i>		
<i>Bathrooms</i>	<i>surfaces</i>		<i>x</i>		
	<i>floor</i>		<i>x</i>		
	<i>Fixtures, handles, switches, faucets</i>	<i>x</i>	<i>x</i>		
<i>Outdoor Space</i>	<i>Outdoor Seating Area</i>		<i>x</i>		

Additional Measures:

- *LAYC Career Academy's contracted cleaning staff will clean daily utilizing neutral disinfecting solutions such as Oxivir, KBQ-32 or Purbabs. They will also utilize Virex products. Smart Cleaning Solutions, Career Academy's cleaning company, offers disinfecting via electrostatic sprayers as well. This reduces the time it takes to cover and disinfect all surfaces and hard to reach places by 50% compared to conventional methods and it improves infection control and the spread of viruses. High dusting of air vents, window seals and door edges will occur weekly. In addition to the daily cleaning protocols, a deep cleaning will be conducted every Wednesday and Friday.*
- *Instructors are expected to wipe down their classrooms with disinfectant at the start of their day, whenever students leave the classroom (e.g. lunch) and upon their departure for the day. All other staff will be expected to wipe down their work spaces throughout the day and upon departure. Communal spaces will be wiped down with disinfectant before and after each use.*
- *Staff will wipe down appliances they use (e.g. refrigerator, coffee maker) before and after each use.*

9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or

visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.

We will follow OSSE's guidance on how to disinfect and clean when a member of our community either develops symptoms of COVID-19 while in school or tests positive.

Sanitizing Potentially Contaminated Areas Protocol:

- *The area(s) of possible contamination will be closed off until sanitization occurs by the cleaning staff*

- *The cleaning services vendor, Smart Cleaning Solutions, will complete a deep clean of any spaces that an infected community member has been. A report of the infected areas will be sent to the cleaning staff prior to their arrival at the school. Once the sanitization has been completed, the cleaning staff will post a "DISINFECTED" sign.*
- *Cleaning staff will wear appropriate PPE including gown, gloves, face masks and shields, gown/protective suit and shoe coverings.*
- *Outside doors and windows should be opened if possible to increase circulation*
- *The space should be vacuumed with a vacuum equipped with a HEPA filter if needed*
- *An electrostatic sprayer will be utilized as it applies chemicals in a more efficient, controlled manner, and improves infection control and the spread of viruses.*

- *If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building, the school must clean and disinfect the area(s) where they have been.*
 - *o Schools must close areas where the sick individual has been.*
 - *If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the building, then the cohort should be dismissed and the room vacated as soon as possible.*
 - *It is acceptable for the cohort to remain in the room until the end of the day in the following circumstances:*
 - *If an individual has symptoms but is not confirmed to have COVID-19; or*
 - *If a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the building that day.*
 - *Staff supporting, accompanying, or cleaning up after a sick student or staff member should adhere to PPE best practices as articulated in Appendix B of OSSE'S Health and Safety Guidance for Schools.*
 - *Once the room is vacated, the cleaning staff will wait as long as possible before entering the room to clean and disinfect (at least several hours). The cleaning vendor will conduct a deep cleaning and disinfection of the full classroom and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.*
 - *During cleaning and disinfection, the school will increase air circulation to the area, where possible (e.g., open doors, open windows, use fans, or adjust HVAC settings).*
 - *Staff/contractors must wear a face mask and gloves for all steps of the cleaning and disinfection process.*
 - *For additional material-specific considerations, including for soft surfaces, laundry,*

electronics, and outdoor areas, see DC Health's Guidance on Cleaning and Disinfection for Community Facilities with Suspected or Confirmed COVID19.

- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but less than three days, since the individual was in the school building, the school must clean any areas where the individual has been. Disinfection is not necessary.*
- If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than three days since the individual was in the building, no special cleaning and disinfection procedures are necessary, and the school should follow routine cleaning and disinfection procedures.*

Isolation Rooms

Purpose: For minor students showing symptoms or very unwell individuals

Protocol:

- An isolation gown will be provided*
- Gloves will be given to the individual and must be worn while in the isolation room*
- A new disposable face mask can be given to the individual. Can be worn with a cloth mask but cloth mask alone is not sufficient if in the isolation room.*

Students should not be isolated together. The Conference Room and Zen Room will act as Isolation Rooms. The Conference Room will be Isolation Room #1 and the Zen Room will be Isolation Room #2.

When to Seek Emergency Medical Attention

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:*

- Trouble breathing*
- Persistent pain or pressure in the chest*
- New confusion*
- Inability to wake or stay awake*
- Bluish lips or face*

**This list is not all possible symptoms. A medical provider should be contacted for any other symptoms that are severe or concerning.*

Call 911 or call ahead to a local emergency facility: Notify the operator that care for someone who has or may have COVID-19 is needed.

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

LAYC Career Academy (LAYCCA) will run our supply inventory on a monthly basis to ensure that the school has appropriate disinfection supplies. Our cleaning is done by Smart Cleaning Solutions and our agreement with Smart Cleaning Solutions confirms that they will wear gloves while cleaning and disinfecting spaces throughout the building. They are also responsible for ensuring sufficient disinfection and cleaning supplies. Furthermore, we may conduct random checks.

From LAYCCA's contract with Smart Cleaning Solutions:

Frequently touched surfaces and objects will require routine disinfection. Examples of frequently touched surfaces are tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, keypads, remotes, shopping carts, toilets, faucets and sinks, ATM machines, vending machines etc.

- *When cleaning and disinfecting, Smart Cleaning Solution employees will wear appropriate PPE such as gloves, masks, goggles and/or face shields.*

- *[Smart Cleaning] Employees will wipe down and dust surfaces with microfiber and then use disinfectant. This reduces the number of germs and dirt on the surface and disinfecting kills germs on services.*

- *[Smart Cleaning employees] will use Oxivir, PURTABS, KBQ-32 Neutral disinfectant solutions as well as Ecolab Peroxide.*

- *Smart Cleaning Solution offers disinfecting via electrostatic sprayers as well. This reduces the time it takes to cover and disinfect all surfaces and hard to reach places by 50% compared to conventional methods and it improves infection control and the spread of viruses.*

- *[Smart Cleaning] Employees must properly remove and dispose of gloves, and wash hands right away.*

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

VENTILATION

- a. HVAC: MERV-13 filter upgrades occurred where possible*
- b. HVAC: Air scrubber ionization units installed to help with performance of new upgraded filters and to address any indoor air quality issues*
- c. HVAC: Scheduled a cleaning and disinfection of the blower compartments and evaporator coils*
- d. HVAC: Restroom & kitchen exhausts were inspected, cleaned and repaired as necessary*
- e. Portable air purifiers have been placed in every classroom and office space*

- f. Fans have been provided in all classrooms
- g. Windows and doors to be opened whenever weather permits and if this does not cause a fire or safety hazard.

WATER SYSTEM

A flush of both the hot and cold water through all points of use (e.g., showers, sink faucets, water fountains) occurred on every floor of the building to clear out stagnant water in an effort to help prevent Legionnaires disease and other illness after prolonged closure.

- a. Hot water was flushed until it reached its maximum temperature.
- b. Care was taken to minimize splashing and aerosol generation during flushing
- c. All ice in the building was disposed of prior to reopening.

DRINKING FOUNTAINS

Water fountains have been shut down for use until further notice. A touchless water bottle filler has been installed for student, staff and visitor use. All students and staff were given reusable water bottles to help encourage use of the water bottle filler. A supply of reusable water bottles and bottled water is kept in storage for anyone in need.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and
- b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

Steps for exposure cleaning, notification and disinfecting can be found on [pages 28-30 of OSSE's Health and Safety Guidance for Schools](#).

Please refer to question 2 in this section and question 1 in the first section. Refer to OSSE guidance Appendix B for more information.

Protocol for someone attempting to enter the building with symptoms:

- *An individual is not able to enter the building if any of the following occur:*
 - *failure of Health Assessment*
 - *clear display of symptoms (cough, shortness of breath, etc)*
 - *failure of the infrared thermometer test*
- *However, if the ill person is a minor student, they will be admitted to one of the Isolation Rooms until a parent or guardian is able to pick them up.*
- *If unable to enter the building or dismissed due to symptoms arising, the student will be given a care package, informational packet and will be emailed resources as well. They will also be asked to contact their health care provider.*
- *Staff will ask the student if they have a doctor or clinic. If they do not, an S3 will help them through the process. The student will be given a list of referrals. The S3 will make calls/contact if necessary. The S3 will periodically check in on the student to see if the student has any needs. The S3 will inform instructors of the student's absence.*

Protocol for someone who develops symptoms during the school day:

Staff should be observant of any visible/audible symptoms in students and/or other staff and report recognized symptoms to the Director of Student Support (COVID-19 POC) and Principal.

The Director of Student Support will determine if the student or staff member will be sent home and/or isolated.

HEALTH PROTOCOL

- *If an employee becomes ill at work or if another person (student) is exhibiting symptoms of COVID19 in school, they may be asked to go home or to the nearest health center.*
- *Employees returning to work from an approved medical leave should contact HR. Staff may be asked to submit a healthcare provider's note before returning to work.*
- *Students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms must not be excluded from entering the school building on the basis of those specific symptoms if a healthcare provider has provided written or verbal documentation that those specific symptoms are determined to not be due to COVID-19.*

If a staff member has been diagnosed with COVID19, they may return to work when all three criteria are met:

1. *At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and*
2. *Respiratory symptoms (cough, shortness of breath, etc) have improved; and*
3. *At least ten days have passed since symptoms first occurred*

If a staff member has symptoms that could be COVID-19, but does not get evaluated by a medical professional or tested for COVID-19, it is assumed that they have COVID-19 and may not return to work until the three criteria listed above have been met

Exceptions:

- *Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 within the last 90 days or is fully vaccinated may be admitted while awaiting COVID-19 test results, after close contact with someone with confirmed COVID19, when a household contact is awaiting COVID-19 test results, or after travel. Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.*
- *Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has tested positive for COVID-19 in the last 90 days or is fully vaccinated against COVID-19 may be admitted immediately after domestic or international travel. They should get a COVID-19 test three to five days after international travel. Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.*

EXPOSURE GUIDANCE

The hope is to avoid exposure to COVID-19, but Career Academy is prepared for that possibility. If someone, student or staff, has had contact with someone who has been exposed to the virus, the first concern is for their health and safety and those around them. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Exposed staff members will be asked to:

1. *Quarantine in a specific room away from others in the home*
2. *Contact the following (in order of priority) to let them know they have been exposed to COVID19, then follow their instructions.*
 - a. *Their healthcare provider*
 - b. *The Career Academy HR department*
 - c. *Their supervisor*
3. *Their supervisor will work with HR to determine appropriate next steps.*

Exposed students:

- *The student should quarantine in a specific room away from others in the home.*
- *The student should inform her/his/zir S3. Their S3 will work with the Director of Student Support and the Principal to determine appropriate next steps. The Principal will reach out to the Director of Academics/Academic staff to determine academic accommodations, if necessary.*

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-**

19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.

Our COVID-19 point of contact is Dedria Harrod, Director of Student Support. Our choice is to have someone who will be in regular contact with families, staff, contractors, and vendors and report positive cases of COVID-19 to DC Health.

Our reporting plan of applicable positive COVID-19 cases in a student, staff member, or essential visitor to DC Health includes both how staff, families, and vendors know to contact us when a member of our community has a positive test result. The COVID-19 POC will be able to receive calls throughout the day and into the evening hours. The COVID-19 POC may also proactively reach out to families of students, staff, and visitors who had symptoms or have been absent to inquire. All confirmed reports will be shared with DC Health in a means that is requested by them.

Ensuring that all staff and students learn as often on-site as possible, excluding students and staff with similar symptoms but no underlying case must be avoided. To this end, our COVID-19 POC may review all of our daily screening questions to ensure that students or staff with preexisting symptoms have not been exposed. In some cases, the COVID-19 POC may seek the counsel of a healthcare provider.

14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

We utilize a health screening app called MyMedBot to ensure the health and safety of our school community. Records of screenings are stored to support DC Health with contact tracing efforts should a positive COVID-19 incident occur within the facility.

The following questions are asked:

- *Have you experienced any of the following symptoms in the past 24 hours:*
 - *fever or chills*
 - *cough*
 - *shortness of breath*
 - *fatigue*
 - *muscle or body aches*
 - *headache*
 - *new loss of taste or smell*
 - *sore throat*
 - *congestion or runny nose*
 - *nausea or vomiting*
 - *diarrhea*
 - *any other symptom of not feeling well*
 - *none of the above*

- *Within the past 10 days, have you been in close contact with anyone who is known to have a confirmed case of COVID-19?*
- *Are you or a household member currently waiting on the results of a COVID-19 test?*

The Health Screening must be completed prior to entry. A green “pass” card must be shown to the security guard in order to enter the building. If a red “fail” card is displayed, the person will not be allowed in the building.

Students, staff and many contractors utilize the MyMedBot app. Visitors complete the same questions but via a Google Form.

Our COVID-19 POC will report all positive cases and contact with positive cases to DC Health, as described in Section N. of the [Updated Final DC Health Guidance](#) from OSSE (p 28-29). The COVID-19 POC will contact DC Health if a staff member, essential visitor, or student notifies the school that they (or their student) tested positive for COVID-19 if the individual was on school grounds or participated in school activities during their infectious period. Immediately upon learning of the positive case, the COVID-19 POS will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website using the [Non-Healthcare Facility COVID-19 Consult Form](#).

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

The school requires that the COVID-19 POC notify either the entire school or the impacted individuals within the cohort of the positive case, depending on circumstance. The COVID-19 POC will work closely with DC Health to determine whether the students and staff within the infected person’s cohort may stay at school or be sent home and for how long. The COVID-19 POC will inform impacted individuals verbally (when possible), via email, text and/or phone call. The COVID-19 POC will update impacted families and staff on how to participate in off-site learning until it is safe to return to on-site learning.

Our LEA will comply with all OSSE related guidance in planning for responding to confirmed or suspected COVID-19 cases. We will comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE’s guidance.

Our LEA also commits to dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

Response Process:

1. *The Student and/or staff member notifies COVID POC of their positive case, close contact with a*

- COVID-19 positive person, and/or COVID-19 symptoms (self or observed in the school community).*
- 2. *COVID-19 POC will confirm that there is a positive case and makes a report to DC Health*
- 3. *COVID-19 POC will notify those impacted and inform them that they must not attend school until DC Health has completed their investigation.*
- 4. *COVID-19 POC will share next steps which will occur (e.g. deep cleaning protocol)*
- 5. *COVID-19 POC will share resources such as “Signs and Symptoms of COVID-19”*
- 6. *COVID-19 POC will inform impacted individuals when it is allowable to return to school/work*

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

The school will have testing available to all students and staff on a bi-weekly basis. The school will follow the safety guidelines outlined in Appendix B of OSSE's Health and Safety Guidance for Schools. Testing is provided through Shield T3 which provides saliva-based COVID-19 testing. Testing will be conducted outside if weather permits and in the school's multi-purpose room in the case of inclement weather.

PPE Best Practices for School Staff when a school staff member is administering a COVID-19 test:

- *staying, when possible 6 feet distance from the individual*
- *wearing a N95 mask (with access to Respirator Fit Testing program)*
- *eye protection (face shield or goggles)*
- *gown/coverall*
- *gloves*

The school will follow its protocol, outlined in question 14, to notify DC Health and to follow DC Health reporting requirements.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

Our school is supporting eligible students and staff to get vaccinated by:

- *S3s sending encouraging texts to students*
- *plans to post on vaccination encouragement on social media*
- *emailing and/or texting vaccination resources such as vaccination sites*
- *option for staff to take a day off (without using a personal day or sick day) to recover after getting the vaccine*
- *positive signage around the school building promoting vaccination*

MyMedBot, our health screening app, also has the capability of logging vaccinations as another way to determine the level of protection against COVID-19 in our school community.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

The school will ensure that appropriate accommodations are offered to students with disabilities with respect to its health and safety policies and procedures by taking the following steps:

- *The SPED coordinator and paraprofessional will review the health and safety policies and procedures with students with disabilities in a small group and/or one-on-one meetings to ensure understanding and answer any questions.*
- *The SPED coordinator will review students' IEP accommodations and ensure that those accommodations are implemented with respect to health and safety policies and procedures.*
- *Families will be given the opportunity to request additional accommodations based on their specific needs during the one-on-one meetings and a survey that will be conducted.*

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- **a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. the topics that the training and technical assistance will address; and**
- **c. how and by whom the training and technical assistance will be delivered.**

<i>Audience</i>	<i>Topic</i>	<i>Trainer/ TA provider/Facilitator</i>	<i>Date Range (if available)</i>
<i>All Staff</i>	<i>Reopening Plan Discussion</i>	<i>Jacqueline Fernandez and Ivette Cruz</i>	<i>March 2021</i>
<i>Students and Staff</i>	<i>Building Entry and Protocols video</i>	<i>Bernadette Kreh and Steven Blanco</i>	<i>April 2021 - TBD 2022</i>

<i>Ashley McQueen</i> <i>Dedria Harrod</i> <i>Ivette Cruz</i> <i>Bernadette Kreh</i>	<i>Shield T3 COVID-19 Testing Training</i>	<i>Shield T3 Staff</i>	<i>June 2021</i>
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20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

Our LEA plans to communicate key health and safety policies and procedures with students families and staff via:

- *staff meetings*
- *social media*
- *school website*
- *email updates*
- *An email that is sent at the end of every day by the school Principal*

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on student/Family Home Language Surveys.

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

Our LEA plans to communicate key health and safety policies and procedures with students families and staff via:

- *staff meetings*
- *videos*
- *social media*
- *school website*
- *email updates*
- *An email that is sent at the end of every day by the school Principal*

To meet the needs of our diverse community, details on these topics will be available in all languages that our community requires as indicated on student/Family Home Language Surveys.